

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

DRAFTING ASSISTANT

JOB DESCRIPTION

Employees in this job perform a variety of basic drafting activities involving mapping, or the layout and preparation of drawings of proposed or altered facilities, equipment and systems. Work is generally performed under technical directions while making application of a body of knowledge related to the methods, practices and procedures of drafting.

There are three classifications in this job.

Position Code Title –Drafting Assistant-E

Drafting Assistant 6

This is the entry level. The employee works in a learning capacity on-the-job training and close supervision.

Drafting Assistant 7

This is the intermediate level. The employee works in a developing capacity with increased responsibility for performing a range of drafting assistant assignments.

Drafting Assistant E8

This is the experienced level. The employee independently performs a full range of drafting assistant assignments and uses judgement in making decisions and applying methods and procedures in the performance of the work. Guidance and directions are generally available as needed.

NOTE: Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Draws and traces maps and makes revisions in base and road maps.

Prepares charts and graphs to depict construction progress and cost data.

Interprets and plots surveyors' notes.

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Letters and traces detailed final plans and working drawings.

Makes minor alterations in tracing, maps, charts, and sketches.

Measures area using a planimeter.

Inks and color maps, drawing, charts, and graphs.

Makes and checks simple quantity calculations.

Performs related work appropriate to the classification as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is necessary at the intermediate level, and considerable knowledge is required at the experienced level.

Knowledge of the nomenclature and conventional symbols of drafting.

Knowledge of standard drafting instruments and their use.

Knowledge of geometrical constructions.

Knowledge of the techniques of lettering, space arrangement, and margin determination.

Knowledge of the use and limitations of drafting instruments, equipment, and materials.

Knowledge of the various styles of drawing, charts, and graphs.

Knowledge of standard drafting methods and techniques.

Ability to learn basic drafting methods and techniques.

Ability to communicate effectively.

Ability to understand and follow oral and written directions.

Ability to maintain favorable public relations.

Ability to do lettering and use drafting instruments.

Ability to prepare maps, drawings, and tracings neatly and accurately.

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Ability to reduce and plot field notes.

Ability to make accurate drawings to scale from field notes, sketches, design drawings, and verbal instructions.

Working Conditions

None.

Physical Requirements

None.

Education

Educational level typically acquired through completion of high school.

Experience

Drafting Assistant 6

No specific type or amount is required.

Drafting Assistant 7

One year of experience as a drafting assistant.

Drafting Assistant E8

Two years of experience as a drafting assistant.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

DRAFTAST

Job Code Description

L32-004

Position Title

Drafting Assistant-E

Position Code

DRAFASTE

Pay Schedule

L32-004